

LEONARD BEATTY
PRESIDENT

DIVISION 308
AMALGAMATED TRANSIT UNION

AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR

127 NORTH DEARBORN STREET
ROOM 1439

CHICAGO, ILL. 60602

TELEPHONE STATE 2-4865

HUGH F. NEGARTY
SECRETARY-TREASURER

20. A newly hired employee's seniority date is established on the date the Authority and he or she agrees he or she is hired, provided the employee begins training or working on the job at the first opportunity afforded by the Authority.
21. The seniority date of an employee transferring within the Authority to another department remains as his or her original company seniority date but the seniority date in the new department is the date the transfer is effective.
22. The order of seniority for employees with the same date is:
 - (1) Employees transferred from another department
 - (2) Rehired employees
 - (3) New employees in actual alphabetical order of surname
 - (4) When surnames are the same, the alphabetical order of the given name decides the position of seniority.

Ties in seniority standings are decided by the last permanent seniority date prior to the new date being established.

23. A Section must be picked by all employees holding seniority rights in the classification picking on the System Pick with the exception of:
 - (a) Those employees in other jobs not covered by the current System Pick of Classifications being picked.
 - (b) Employees who are inactive, on extended leave of absence, on Military Furlough, on Maternity Leave, or who have been off sick for more than 6 months unless they can present evidence that they will resume work by the effective date of the pick.

Such employees who are inactive as indicated will be required to pick a Section at the General Office when they are approved to resume work, and they will be placed in their regular place according to their seniority and classification in the Section selected by them.

EXPLANATORY NOTE

Rule Number 4 as referred to in paragraph #11 regarding Rapid Transit Section Picking Rules states:

"4. All employees following the last employee to pick a regular run or "C" trick in each of the classifications will revert to the Conductor's list for the pick and will be permitted to pick a regular Conductor run or the extra list, provided they are in the group as set up in paragraph two. Picking a Conductor run or "C" trick or as extra is in accordance with Conductor seniority after all regular work on the lists on which the employee's name appears has been picked."

LEONARD BEATTY
PRESIDENTDIVISION 308
AMALGAMATED TRANSIT UNIONHUGH F. HEGARTY
SECRETARY-TREASURER

AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR

127 NORTH DEARBORN STREET
ROOM 1439

CHICAGO, ILL. 60602

TELEPHONE STAY 2-4883

Paragraph 2 states:

2. At the time the pick is posted the Station Superintendent in each section will determine the number of extra men needed in each classification in order to fill all the extra work."

IN WITNESS WHEREOF, THE PARTIES HAVE CAUSED THIS APPENDIX "B" TO BE SIGNED IN DUPLICATE THIS 16th DAY OF JULY A.D. 1971.

David M. Flynn
David M. Flynn
Superintendent of Transportation
Chicago Transit Authority
6-7-71

Charles Loughran
Charles Loughran
Vice-President
Division 308
Amalgamated Transit Union

Hugh F. Hegarty
HUGH F HEGARTY
SECRETARY TREASURER. DIV. 308

Thomas W. Cherry
Thomas W. Cherry

William J. Brown
William J. Brown

J.R. Anderson
J.R. Anderson

George A. Kain
George A. Kain

Richard H. Harmons
Richard H. Harmons

Thomas L. Braslin
Thomas L. Braslin



Chicago Transit Authority

Merchandise Mart Plaza, P.O. Box 3555
Chicago, Illinois 60654
(312) 644-7200

No. 5: Ticket Agent Comfort Relief

December 13, 1988

Retyped: 1/10/89
Original Not Found

Mr. Clarence Knox
President
Amalgamated Transit Union
Local 308
221 North LaSalle, Suite 303
Chicago, Illinois 60601

Re: General Bulletin G23-88
Ticket Agent Comfort Relief

Dear Mr. Knox:

As you are aware, we met with Dave Martin, Acting Senior Manager, Transportation Personnel, on Tuesday, November 22, 1988 concerning the above-captioned matter. The purpose of this letter is to memorialize our understandings reached during this meeting.

General Bulletin G23-88, issued September 15, 1988, will be revised to read as follows:

" . . . Specific points to remember:

- When making a comfort relief, relief agents who encounter a defective phone in the booth must then make the required call to the agent controller from the nearest public telephone in sight line and inform the proper authority of the defect. If a public telephone is not available or if the relief agent encounters a defective public telephone, the comfort relief agent is to return to the agent's booth and make the relief on his/her own recognizance. The agents must note on the back of their Agent's Report the defective phone (or phones) and time and date.
- Agents making comfort reliefs must be in proper uniform with their badge displayed before entering the booth.
- Comfort reliefs must spend the relief period in the booth. (Agents choosing not to have comfort reliefs "work the board" must allow the comfort relief agent into the booth.)

Clarence Knox
December 13, 1988
Page Two

- Comfort relief agent must sign Agent Report and note the time comfort relief is made. Failure to do so may cause forfeiture of pay.
- Comfort reliefs will request permission to enter a booth NO MORE THAN ten minutes in advance of the appointed time.
- Comfort relief will call the agent controller from every station where a relief is made.
- Agents are reminded to adhere to their scheduled working hours pursuant to General Rule 18(a) - "Reporting for duty . . .".

In addition to the above agreed upon changes to the General Bulletin (G23-88), the Authority will consider the possibility of supplying quarters for use by the relief ticket agents. Transportation Personnel will advise Labor Relations and Local 308 of its recommendations concerning telephone reimbursement for agents as soon as the matter has been reviewed.

I believe the above accurately represents our understandings and resolves the concerns raised in your letter of October 6, 1988 to Dr. Paaswell. If you concur, please sign below and return to me as soon as possible. Two originals are enclosed, please retain one signed original for your records.

The Authority will take the necessary steps to reissue General Bulletin G23-88 with the above changes as soon as we receive your signature of approval.

If you have any questions, please do not hesitate to contact me.

Very truly yours,


Grant Ward, Jr.
Manager, Labor Relations

APPROVED:


Clarence Knox
President, Local 308

GW/DT:ek

cc: E. Hill
J. Marshall
D. Martin

AGREEMENT

THIS AGREEMENT, made and entered into this 19th day of June, 1989, by and between the Chicago Transit Authority ("CTA") and the Amalgamated Transit Union, Local 241 and Local 308 ("Union"),

WITNESSES:

WHEREAS, the CTA and the Union desire to formalize procedures that will accommodate the dual-rating of a number of Bus and Rail Instructors (bargaining unit positions) as Maintenance Training Specialist, Rail, Bus or Facilities (an exempt position, L-14).

NOW, THEREFORE, the parties agree as follows:

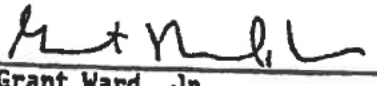
1. A pool of four or five dual-rated Instructors-Training Specialists will be created at the Maintenance Training Center.
2. Training Specialist duties are those of research and development of training programs, while Instructors' normal duties are those of teaching the resulting training programs.
3. Admission to the pool will be strictly voluntary. Acceptance into the pool will be based on record review and seniority. The standards of the record review will be specifically set forth.
4. The Authority will have the flexibility to remove a selected Instructor from the pool in the event the Instructor is unable or unwilling to perform the functions of Training Specialist. Such an action will not be considered discipline and will not affect the employee's status as an Instructor.
5. While performing the duties of a Training Specialist, the Instructor will receive \$.25 per hour in addition to his or her classified rate.
6. In the event the Authority determines to fill an opening for an exempt Training Specialist position, Instructors in the pool will be given preference for the position over nondual-rated Instructors. However, the Authority cannot relinquish its management right to appoint candidates for exempt positions; therefore, dual-rated Instructors are not guaranteed that they will be appointed to Training Specialist openings.

7. The terms and conditions of this Agreement shall apply without exception only to the present matter and the parties hereto specifically agree that this Agreement and its terms and conditions shall not in any way or manner be used as a precedent in any arbitration hearings, negotiations or discussions between the parties, except as may be necessary to enforce the provisions hereof.

AMALGAMATED TRANSIT UNION
Local 241


Elcosie Gresham
President & Business Agent

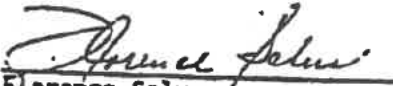
CHICAGO TRANSIT AUTHORITY

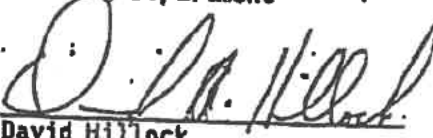

Grant Ward, Jr.
Manager, Labor Relations

AMALGAMATED TRANSIT UNION
Local 308


Clarence Knox
President


James E. Marshall
Deputy Executive Director
Human Resources/Benefit Services


Florence Salus
Manager, Maintenance
Training Department


David Hillock
Deputy Executive Director,
Maintenance

AGREEMENT

THIS AGREEMENT, made and entered into this 16th day of August, 1989, by and between the CHICAGO TRANSIT AUTHORITY ("Authority") and LOCAL 308, AMALGAMATED TRANSIT UNION ("Union").

WITNESSETH:

WHEREAS, the Authority and Union are parties to an Agreement dated October 10, 1980 establishing guidelines and conditions for training of Track Maintenance Equipment Operators (T.M.E.O.'s); and

WHEREAS, on April 8, 1985, the Authority and Union entered into an Agreement establishing a method of compensation in addition to revising certain provisions of the October 10, 1980 Agreement; and

WHEREAS, the Authority and Union have met on several occasions to discuss and resolve certain proposed changes with regards to the T.M.E.O. work force; and

WHEREAS, the parties desire to revise certain provisions of the October, 1980 and April, 1985 Agreements as hereinafter set forth,

NOW, THEREFORE, the parties agree as follows:

1. The Authority shall maintain the present Course Outline for Track Maintenance Equipment Operators as amended June, 1989 and attached hereto as Exhibit "A".

2. The Authority will establish a full-time permanent job classification of Track Maintenance Equipment Operator (hereinafter T.M.E.O.) to provide year-round operation and maintenance of the various pieces of T.M.E.O. equipment.

3. Approximately seven full-time permanent T.M.E.O. positions will be created upon approval by management staffing. The number of positions to be created will remain within the discretion of the Authority. Employees classified as full-time permanent T.M.E.O.'s will be compensated as follows: the employee's hourly trackman rate plus \$.45 per hour.

4. (a) Upon execution of this agreement, the Authority will poll all existing dual-rated T.M.E.O.'s to determine their interest in accepting the T.M.E.O. position on a permanent full-time basis. After this process has been completed, the Authority will proceed to offer

the full-time permanent T.M.E.O. positions to the most senior qualified dual-rated T.M.E.O.'s interested in accepting the positions. All qualified dual-rated T.M.E.O.'s who accept the full-time permanent T.M.E.O. position will be transferred from their current gang or zone and assigned to a separate, distinct T.M.E.O. group under Power and Way Maintenance.

(b) All future full-time permanent T.M.E.O. vacancies will be filled in the following manner: the vacancies will be offered in dual-rated seniority order to T.M.E.O. dual-rated trackmen who have successfully completed the Maintenance Training Center (M.T.C.) T.M.E.O. training program. Nothing herein requires the Authority to fill T.M.E.O. vacancies.

5. T.M.E.O. hours of work will be varied, Monday through Friday. The Authority reserves its contractual right to adjust the hours of work.

6. (a) The T.M.E.O. group will be supervised and coordinated under the direction of a Track Foreman III position.

(b) All future Track Foreman III openings for the T.M.E.O. group will be filled by the most senior qualified full-time permanent T.M.E.O. dual rated as a Track Foreman III.

(c) If an occasion occurs whereby a full-time permanent T.M.E.O. dual rated as a Track Foreman III does not accept the T.M.E.O. supervisory Track Foreman III position, the most senior qualified full-time permanent T.M.E.O. will be offered the T.M.E.O. Track Foreman III position.

(d) If, on any occasion, a full-time permanent T.M.E.O. employee is not accepted for the Track Foreman III position, or the T.M.E.O. employee does not accept the Track Foreman III position, it does not preclude the employee from being polled and/or reconsidered for future openings.

7. After the Track Foreman III position has been filled by the most senior qualified T.M.E.O., the succeeding two senior qualified candidates interested in the Track Foreman III position will be dual-rated. When the dual-rated employee is performing the Track Foreman III duties, he will be compensated at the proper rate in

accordance with the provisions of the wage and working conditions agreement.

8. Those employees who are currently dual-rated as T.M.E.O.'s and do not desire a full-time permanent classification will retain their dual rating and be assigned to the dual-rated pool within the T.M.E.O. group. The \$.45 per hour premium will be paid to all dual-rated T.M.E.O.'s in addition to the regular straight rate for all hours worked as a T.M.E.O. The size of the pool will be determined by the needs of the Authority.

9. (a) An employee classified as a full-time permanent T.M.E.O. who, for any reason, is unable to perform in the classification will be allowed to transfer to his/her former position with full seniority providing the employee meets all established physical and job requirements.

(b) The T.M.E.O. classification will be removed upon transfer to another classification.

10. The Track Maintenance Equipment Operators can be assigned to perform any track duties when T.M.E.O. work is not available.

11. (a) The employees who are currently dual-rated as T.M.E.O.'s and choose to accept the full-time permanent T.M.E.O. positions will be required to pass the Signal Aspect and Indications Test. They will not, however, be required to re-qualify in any classroom or on-the-job training, including the Signal Aspect and Indications test, for which they have already qualified.

(b) The T.M.E.O. employees who have not passed the Signal Aspect and Indications Test will be given two (2) opportunities to pass. If the employee does not pass the test the second time, the employee will be disqualified from any further T.M.E.O. training and no additional retraining or opportunity for qualifying as a T.M.E.O. will be offered to the employee.

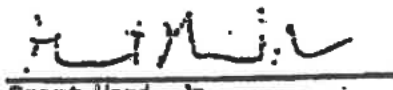
12. The terms and conditions of this Agreement apply without exception only to the present matter regarding the Track Maintenance Equipment Operators. The Authority and Union specifically agree that the terms and conditions shall not in any way, nor in any manner, be used as a precedent in any future arbitration proceedings, negotiations or discussions between the parties, except as may be necessary to enforce the provisions hereof.

This Agreement is made and executed on this 16th day of August, 1989.

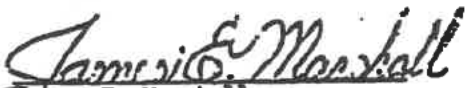
ACCEPTED BY LOCAL 308
AMALGAMATED TRANSIT UNION

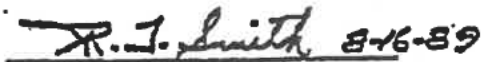

Clarence Knox
President

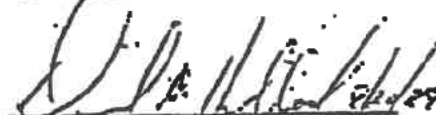
ACCEPTED BY CHICAGO TRANSIT AUTHORITY


Grant Ward, Jr.
Manager, Labor Relations


Ervin Harmon
Vice President


James E. Marshall
Deputy Executive Director,
Human Resources/Benefit Services


Roy T. Smith 8-16-89
Senior Manager,
Facilities Maintenance


David A. Hillock
Deputy Executive Director,
Maintenance

JEB/DT:ek
6/5/89



No. 8: Trackman Overtime and Emergency
Procedures

October 4, 1989

TO: See Distribution Below
FROM: Director, Contract Administration
RE: Procedure for Assigning Track Department Overtime (Emergency,
and Scheduled) in the Zones

On August 16, 1989, the Authority and the Amalgamated Transit Union, Local 308, agreed to new procedures for scheduling and monitoring Track Department overtime in Facilities Maintenance. A copy of this procedure is attached for your review and information.

One point not addressed in this document is the initial implementation procedure. The new procedure is effective January 1, 1990. However, in an effort to provide fair and equitable treatment when converting from the current overtime rotation to the new procedure, it was agreed that the present overtime procedure would continue until rotation reaches the last person on the list. On the first day of the next month following completion of the current overtime rotation process, the zone seniority list for overtime hours will be set at zero for each trackman and the new procedure for assigning and monitoring Track Department overtime will begin. Thereafter, January 1st of every year will restart the process as outlined in the attached procedure.

Facilities Maintenance will inform all affected employees and hand distribute a copy of the procedure to each. The procedure will be posted at the appropriate work site(s).

If you have any questions, please contact James Bidwill (extension 3420) or Diane Traxler (extension 3418).


James E. Bidwill

JEB/DT:ek
Attach.

DISTRIBUTION

A. Gaughan
R. Gierut
D. Hillock
J. Johnson
J. Marshall
R. Smith
D. Traxler
G. Ward, Jr.
L.R. Staff
Agreement File
Unions, 308 Corres.
Contract File (Orig.)

THIS COPY FOR

PROCEDURE FOR ASSIGNING AND MONITORING TRACK DEPARTMENT
OVERTIME (EMERGENCY AND SCHEDULED) IN THE ZONES

1. The Track Section Foreman of each zone will provide and maintain a seniority list of all trackmen assigned to his zone.
2. On January 1st of every year, the zone seniority list overtime hours will be set to zero (0) for each trackman.
3. Beginning on January 1st of every year, the foreman will request trackmen to work scheduled overtime starting with the highest trackman in seniority from the zone seniority list. Thereafter, the scheduled overtime will be requested of the trackman with a combination of the lowest total overtime hours and the highest seniority.
4. In the event the required number of men are not attainable from the selection process outlined above, the track foreman will first contact the lubricator foreman, then the other zone track foremen to obtain the required number of trackmen, again using the lowest overtime hours in that group or zone. If the group which is normally contacted first has overtime hours in excess of the other zones, then the zone with the least overtime will be contacted first.
5. When a trackman rejects the scheduled overtime, he will be charged the actual highest hours paid, for that particular scheduled overtime, as though he had accepted the overtime.
6. The zone foreman will request all the trackmen to sign the overtime list, if they are available to do so, in a manner as to show that a trackman has "accepted" or "rejected" the scheduled overtime.
7. In the event a trackman is unable to sign the overtime list, e.g., at a distant location, etc., the foreman is to indicate for the trackman, acceptance or rejection of the scheduled overtime. The foreman must initial in the space provided, to show that the trackman was unavailable to sign the sheet and indicate why.
8. When a trackman is on vacation, off sick, injured, or unobtainable when the foreman is assigning the overtime, it will be considered non-chargeable and the foreman will continue through the list to the next low man in overtime. The foreman must note why a trackman was not contacted in the space provided.
9. Using the "low man/highest seniority" overtime method, overtime shall be distributed as equally as practical among the trackmen who generally work on the class of overtime work being performed.

10. Employees shall have the privilege of passing up overtime, except in cases of emergency, in favor of the employee next up for overtime work. Any employee passing up scheduled overtime work shall have the time charged to him as described in Item No. 5. In cases of emergency, such as snow storms, wrecks, or unusual interruptions of service, where overtime work is made necessary, the allotment of this overtime may be made to the first available trackman. This emergency assignment will be made at the discretion of the Authority. This overtime will not be chargeable to the trackman whether accepted or not.
11. The foreman of each zone will be responsible for tracking the overtime hours for the men assigned to his zone. The foreman will send a copy of the overtime hour list to his Superintendent after any overtime has been worked by his trackmen and the proper entry is made.
12. The foreman of a zone who has used another zone trackman, shall report to the proper zone foreman, on the following normally scheduled work day, the amount of paid work hours for that trackman. This overtime will be recorded and chargeable in his zone.
13. A trackman will not be allowed to work on scheduled overtime if it is scheduled while he is on vacation, sick, injured, or off duty, for any reason, when the overtime is assigned; even if the scheduled overtime is to be performed when the employee is scheduled to return to work.
14. "Scheduled" overtime will be considered as: any and all overtime scheduled in advance and is not deemed an emergency by the Authority or its appointed representative(s).
15. "Emergency" overtime will be considered as:
 - a. Any overtime that is required because of unsafe track and/or track appurtenances that may compromise safe train operation.
 - b. Any unusual, aggravated condition, such as snow storms, wrecks, or unusual interruptions of service, so deemed an emergency by the Authority or its appointed representative(s) that require men to be held over and/or called out.

16. The foreman will use every reasonable means to contact the track personnel to inform him of scheduled overtime. However, the foreman will not hold up the selection process if he is unable to reach the employee in a reasonable amount of time. The foreman shall keep a record of what attempts were made. The trackman will not be charged if he is not contacted.
17. In the event a trackman is passed over in error, he will not be charged for the overtime hours whereby maintaining his low overtime hour statistics.

R. T. Smith 8-16-89

Roy T. Smith
Senior Manager,
Facilities Maintenance

APPROVED:


Clarence Knox
President, Local 308
Amalgamated Transit Union

RTS:ek
Revised 8/16/89

AGREEMENT

THIS AGREEMENT, made this 14th day of December,
19 89, by and between the Chicago Transit Authority (hereinafter,
"the Authority") and Local 308, Amalgamated Transit Union
(hereinafter, "the Union"),

WITNESSES:

WHEREAS, the Authority and the Union are parties to a Wages and
Working Conditions Agreement in effect between December 1, 1986 and
November 30, 1989 and from year to year thereafter, and

WHEREAS, a provision of that agreement provides that employees
in the Trackmen classifications who are qualified in three or more
classifications shall progress to the top rate of the classification
payable to employees hired on or before November 30, 1974, and further
provides that employees who so qualify will be required to work in the
designated classifications if so assigned; and

WHEREAS, the parties are also parties to an agreement dated
August 16, 1989, concerning the establishment of the full-time
permanent classification of Track Maintenance Equipment Operator
(hereinafter "T.M.E.O."); and

WHEREAS, the parties are in accord in the understanding that the
nature and variety of duties performed by T.M.E.O.'s are such as to be
equivalent to the three classification criteria of the Wages and
Working Conditions Agreement provision referred to above; and

WHEREAS, the parties wish to establish that Full-Time Permanent
T.M.E.O.'s will accordingly be eligible to progress to the top rate of
the Trackman classifications payable to employees hired on or before
November 30, 1974;

NOW THEREFORE, the parties agree as follows:

1. Effective the first full payroll period beginning on or
after January 1, 1990, Trackmen in the full-time permanent position of
T.M.E.O. will have a wage progression schedule equivalent to that of
Trackmen hired on or before November 30, 1974, and will therefore
progress to 100% of the Trackman wage rate payable to employees hired
on or before November 30, 1974.

2. Consequently, full-time permanent T.M.E.O.'s will receive the employee's hourly Trackman rate plus \$.45 per hour, as provided in the Authority-Union Agreement dated August 16, 1989.

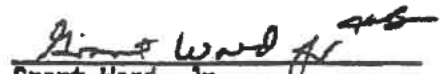
3. This present Agreement concerns only Trackmen in the classification of full-time permanent T.M.E.O., and does not refer to Trackmen dual-rated as T.M.E.O.'s, or to Trackmen who have qualified in other classifications. The wage rate for such Trackmen not covered by this Agreement remains a subject of negotiation between the parties and nothing herein forecloses further negotiations on this subject.

This Agreement is made and executed this 14 day of December, 1989.

ACCEPTED BY LOCAL 308
AMALGAMATED TRANSIT UNION

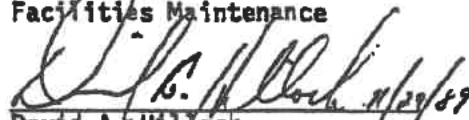

Clarence Knox
President

ACCEPTED BY CHICAGO TRANSIT
AUTHORITY


Grant Ward, Jr.
Manager, Labor Relations


James E. Marshall
Deputy Executive Director,
Human Resources


Roy T. Smith 11-28-89
Senior Manager,
Facilities Maintenance


David A. Hillock 11/29/89
Deputy Executive Director,
Maintenance

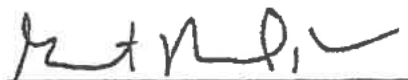
March 7, 1990

To: Distribution List
From: Manager, Labor Relations
Re: Rail Janitor Group Leaders Agreement

Attached is a copy of an executed agreement between the Authority and Local 308, ATU, establishing certain working conditions in accordance with Article 12.3(c) and 12.3(d) of the parties' collective bargaining agreement. Among the subjects covered are the following:

1. A survey of current dual-rated janitor-leaders to determine if they wish to continue to be dual-rated;
2. Group leader system and district picks;
3. Methods for filling permanent and temporary vacancies;
4. Commitment to creation of a job description; and
5. Creation of a \$.20 per hour leader premium.

Please take the necessary steps to implement this agreement.


Grant Ward, Jr.

GW:lf

Distribution List:

cc: T. Czech
D. Hillock
J. Lawrie
J. Marshall
D. Perez
R. Smith
G. Kurowski
W. Moore



Chicago Transit Authority

Merchandise Mart Plaza, P.O. Box 3555
Chicago, Illinois 60654
(312) 564-7200

December 8, 1989

Mr. Clarence Knox
President, Local 308
Amalgamated Transit Union
221 North LaSalle, Suite 303
Chicago, Illinois 60601

Re: Rail Janitor Group Leaders

Dear Mr. Knox:

Enclosed is a copy of the Rail Janitor Group Leader Agreement which we reached earlier. It has been fully executed by the Authority. I ask you to execute it and return it to me so that we can implement this agreement. I will return a copy to you for your file.

Very truly yours,

A handwritten signature in dark ink, appearing to read "James E. Bidwill", is written over a horizontal line.

James E. Bidwill
Director, Contract Administration

JEB:ek
Encl.

cc: D. Hillock
J. Marshall
D. Perez
R. Smith
G. Ward, Jr.

AGREEMENT

THIS AGREEMENT, made this 14 day of ^{December}~~August~~, 1989, by and between the Chicago Transit Authority (hereinafter, "the Authority") and Local 308, Amalgamated Transit Union (hereinafter, "the Union").

WITNESSES:

WHEREAS, the parties wish to reach agreement on provisions concerning Rail Janitor Group Leaders in accordance with Articles 12.3(c) and 12.3(d) of the parties' Wage and Working Conditions Agreement,

NOW, THEREFORE, the parties agree as follows:

A. Survey

1. All currently dual-rated janitor-group leaders will be surveyed in seniority order as to whether they wish to continue to be dual-rated.

2. Any currently dual-rated janitor who does not wish to work as a group leader may so indicate on this survey and his or her dual-rating will be rescinded.

B. System Pick:

1. A group leader system pick will be held before the janitor system pick, on every occasion on which a janitor system pick is held.

2. All group leaders will pick districts according to group leader seniority.

3. If a dual-rated janitor-group leader is able to pick into a district where group leader positions are available and chooses not to do so, he or she will remain in the dual-rated pool and he or she will be allowed to pick on the janitor system pick in janitor seniority order, provided there are dual-rated janitor-gang leaders with less seniority in the system-wide pool to fill the district controls. If there are not, then the least senior dual-rated janitor gang-leader in the system-wide pool will be forced to pick into the applicable district.

4. In the absence of volunteers, the person in the pool with lowest group leader seniority will be forced to pick into the district.

C. District Picks

1. A group leader district pick will be held before the janitor station pick.

2. All group leaders will pick in seniority order, group leader positions in their respective districts, if available.

3. If a dual-rated janitor-group leader is able to pick a group leader position and chooses not to do so, he or she will remain in the dual-rated pool, and he or she will be allowed to pick on the janitor pick in janitor seniority order, provided there are dual-rated janitor-gang leaders with less seniority in the district pool to fill vacant positions. If there are not, then the least senior dual-rated janitor-group leader in the district is forced to accept the position.

4. If a dual-rated janitor-group leader is unable to pick a group leader position, he or she will remain in the dual-rated pool and will be allowed to pick on the janitor pick in janitor seniority order.

5. If open group leader positions remain in a district after the group leader pick, the janitors in the system-wide dual-rated pool will be polled in seniority order to determine if they wish to volunteer to fill the open position.

6. If no dual-rated janitor-group leaders volunteer for the pool, the person in the system-wide pool with the lowest group leader seniority will be forced to accept the open positions.

D. Permanent Vacancies

1. If permanent group leader vacancies occur between picks, the janitors in the district group leader pool will be polled in seniority order to determine if they wish to volunteer for the open position.

2. In the absence of volunteers, the person with lowest group leader seniority will be forced to accept the position.

3. In the absence of any dual-rated group leader in the district, group leaders in the system-wide pool will be polled for volunteers for the open position, with the lowest dual-rated group leader forced to accept if there are no volunteers.

E. Temporary Vacancies

1. In the event a temporary vacancy is to be filled, it will be filled in the following order:

- a. Extra Board - Gang Leaders
- b. Volunteering pool personnel within the district;
- c. Volunteering pool personnel in the system-wide pool;

F. Job Description

1. In accordance with Article 12.3(d) of the CTA-ATU Wage and Working Conditions Agreement, a job description will be developed for Rail Janitor Gang Leaders. The description will detail the responsibilities of the position.

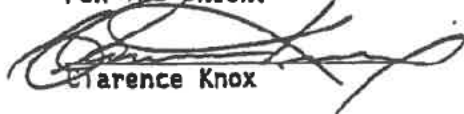
G. Leader Premium

1. A dual-rated janitor-group leader picking or assigned to a permanent group leader position will receive a premium of twenty cents (\$.20) per hour above his or her classified janitor hourly pay rate.

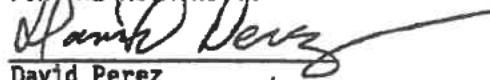
2. A dual-rated janitor-group leader who is temporarily assigned to a group leader position will receive a premium of twenty cents (\$.20) per hour above his or her classified janitor hourly pay rate for all hours that he or she worked in the group leader position.

3. It is acknowledged by both parties that presently janitor group-leaders are required to work eight hours and forty minutes per day and are consequently paid nine hours' pay per day, including overtime. If this practice should be discontinued, the Authority and the Union will meet prior to the discontinuation to discuss and reevaluate the amount of the above premium.

FOR THE UNION:


Clarence Knox

FOR THE AUTHORITY:


David Perez
Director, Rail Janitor
Services

FOR THE AUTHORITY:

R. J. Smith 11-29-89

Roy Smith
Senior Manager,
Facilities Maintenance

D. C. Haddock 11/29/89

David Haddock
Deputy Executive Director,
Maintenance

Grant Ward, Jr.

Grant Ward, Jr.
Manager, Labor Relations

James E. Marshall

James E. Marshall
Deputy Executive Director,
Human Resources & Benefit
Services



Chicago Transit Authority

Merchandise Mart Plaza, P.O. Box 3555
Chicago, Illinois 60654
(312) 664-7200

No. 11: Arbitration Information Requests

April 13, 1990

Mr. Clarence Knox
President
Amalgamated Transit Union
Local 308
221 North LaSalle Street, Suite 303
Chicago, IL 60601

Re: Arbitration Information

Dear Mr. Knox:

This letter is intended to confirm that you and your Attorney, Robert Bates, met with James Bidwill, Director of Contract Administration and Don Bowie, Director of Grievance/Arbitration Processes, and reached understandings concerning issues which have arisen when, during the arbitration process, the Union has requested information in preparation of its arbitration case. As we know, these issues have led the Union to file an Unfair Labor Practice against the Authority. Contingent upon the CTA's agreement to act in good faith in responding to relevant information requests, you have agreed to withdraw the charge in accordance with the Settlement Agreement.

Without admitting any previous violation of the Illinois Public Labor Relations Act, and relying on your promise that the ULP will not be reinstated without prior discussion with this office or because of a single dispute over the furnishing of information, we will adopt the following procedures with the intention of avoiding information problems in the future.

1. Legal questions concerning the propriety of information requests are to be determined between the lawyers assigned to the case.
2. We will inform our staff and per diem attorneys to copy the Labor Relations Department on all correspondence concerning any arbitration information requests.
3. We will inform our staff and per diem attorneys that all union requests for arbitration information should be routed through the Labor Relations Department rather than handled by direct inquiry to another department.
4. In the event that the union attorney believes that he or she is not receiving due cooperation from the Authority in obtaining information, he or she will so inform the President of Local 308. The President will, in turn discuss the matter with the Director of Grievance/Arbitration Processes with the intention of reaching a mutually satisfactory resolution.

Arbitration Information
March 30, 1990
Page 2

5. In the event that the information requested is unavailable, cannot be provided in a reasonably timely manner, or otherwise appears to be too cumbersome or too burdensome to collect, the CTA Representative will contact the union attorney with the intention of reaching an agreement on how information needed by the union can be provided in an efficient manner.
6. As a corollary to the above paragraph, in the event that the most efficient manner of providing requested information is to allow the union attorney access to Authority records, the Labor Relations Department will arrange for such access to be provided, to the extent permissible by law.
7. The CTA will encourage sub-contractors and agents to cooperate in providing relevant and reasonable arbitration information requested by union attorneys.

If the above accurately reflects the understanding we have reached, please so indicate by signing below.

Very truly yours,



Grant Ward, Jr.
Manager, Labor Relations

Accepted:



Clarence Knox
President, Local 308

GW:lf

cc: J. Daley
M. Szostak
L. Murray
W. Farley
J. Marshall
D. Bowie
J. Bidwill
L.R. Staff
R. Stanton

No. 12: Terminal Combination Clerks (Stockroom
Clerks/Materials Management/Office Clerks
Service Delivery)

TERMINAL COMBINATION CLERKS AGREEMENT

THIS AGREEMENT, made this 5th day of January, 199th, by and between the Chicago Transit Authority ("the Authority") and Local 308, Amalgamated Transit Union ("the Union").

WITNESSES:

WHEREAS, the Authority has determined that the function of Terminal Combination Clerks should be divided to implement efficiencies resulting from the Authority's reorganization and realignment of responsibilities, and

WHEREAS, the parties wish to protect the interests and expectations of present Terminal Combination Clerks and other employees represented by the Union,

NOW, THEREFORE, the parties agree as follows:

1. Duties and general areas of responsibility presently performed by Terminal Combination Clerks will be divided among two new positions: Stock Room Clerks, reporting to Materials Management; and Office Clerks, reporting to Service Delivery. The total number of Stock Room Clerk positions is estimated to be 34, and the initial number of Office Clerk positions is estimated to be 10.
2. Incumbent Terminal Combination Clerks as of the date of this Agreement shall have the following protection:
 - a. During the initial pick to divide the clerks between Office Clerks and Stock Room Clerks, all Terminal Combination Clerks will pick in Terminal Combination Clerk seniority either an Office Clerk (Grade 5) position, or a Stock Room Clerk II (Grade 6) position. The number of Stock Room Clerk II positions will be sufficient to accommodate all Terminal Combination Clerks who initially wish to pick that position.
 - b. The incumbent Terminal Combination Clerks shall not be affected by the salary structure revisions as set-forth in Article 3.3 C.1 of the Wage and Working Conditions Agreement.
 - c. A combined Office Clerk - Stock Room Clerk II pick will be conducted every two years. At such time, the incumbent Terminal Combination Clerk will have the right to pick either a Stock Room Clerk II position or an Office Clerk position, provided as follows:

They have remained qualified for the position by applying for and successfully completing training programs related to the position they wish to pick. Training will be on the employee's own time if for a position the employee does not occupy at the time the training is available and if permitted by State and Federal Laws. The Authority will make such training available to all incumbent Terminal Combination Clerks during the period between picks.

TERMINAL COMBINATION CLERKS AGREEMENT

3. Open, authorized Stock Room Clerk or Office Clerk vacancies will be filled as follows:

a. Stock Room Clerk I (Grade 5)

- i The vacant position will be posted company wide as a Stock Room Clerk I (Grade 5), and applicants who are at the time of the posting in positions bargained for by Local 308, will be considered for placement based upon normal standards before other applicants.
- ii The job opportunity posting will specify that current (at the time of the posting) car servicers and car repairers will be given first preference, provided they meet record review and testing requirements.
- iii Employees who are selected for a Stock Room Clerk I position under this procedure will, on the bi-annual pick referred to above, be restricted to picking within the Department to which he or she reports.

b. Office Clerk (Grade 5)

- i Training programs for Office Clerk will be announced by posting.
- ii The Training Opportunity Bulletin posting will specify that current (at the time of the posting) car servicers and car repairers will be given first preference for training, provided they meet record review and testing requirements.
- iii Employees who successfully complete the training program will be eligible in bargaining unit seniority order for promotion to vacant Office Clerk (Grade 5) positions provided their records are satisfactory at the time a vacancy becomes available. All members of one training class with satisfactory records will receive one opportunity for promotion before members of a subsequent training class are offered such promotions.
- iv Training will be on the employee's own time if permitted by State and Federal laws.
- v Employees who are selected for an Office Clerk position under this procedure will, on the bi-annual pick referred to above, be restricted to picking within the Department to which he or she reports.

4. Employees who, subsequently become Office Clerks or Stock Room Clerks will receive the unstructured wage rate of the position.

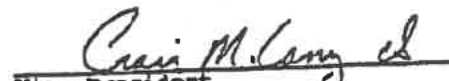
page 3
TERMINAL COMBINATION CLERKS AGREEMENT

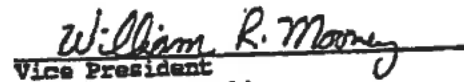
This agreement is made this 5th day of January, 199⁴8, at Chicago, Illinois.

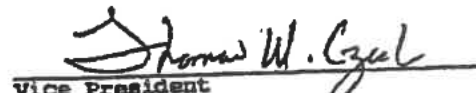
AGREED: Local 308 by

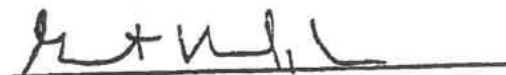

President and Business Agent

AGREED: Chicago Transit Authority


Vice President
Materials Management


Vice President
Rail Service Delivery


Vice President
Human Resources


General Manager
Industrial Relations

MATERIALS MANAGEMENT STOCK ROOM CLERK PICK

AREA	LOCATION(S)	JOB	NAME	ID#
753	SKOKIE *	MATERIAL/PAYROLL		
753	KIMBALL	STOCKROOM		
753	98TH	STOCKROOM		
753	WILSON	STOCKROOM		
753	HOWARD	STOCKROOM		
753	DESPLAINES	STOCKROOM		
753	ROSEMONT	STOCKROOM		
753	54TH	STOCKROOM		
753	MIDWAY	STOCKROOM		
753	Relief	STOCKROOM		
753	Relief	STOCKROOM		
753	Relief	STOCKROOM		
753	Relief**	STOCKROOM		
753	Relief**	STOCKROOM		
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753	Relief**	STOCKROOM		
753	Relief**	STOCKROOM		
753	Relief**	STOCKROOM		

TO: ALL TERMINAL COMBINATION CLERKS

RE: STOCK ROOM/OFFICE CLERK PICK

Pursuant to the agreement signed on _____ by and between the Chicago Transit Authority and ATU Local 308, a job pick will be held on _____ for all Terminal Combination Clerks.

Duties and general areas of responsibility presently performed by Terminal Combination Clerks will be divided among two new positions: Stock Room Clerks, reporting to Materials Management; and Office Clerks reporting to Service Delivery.

Terminal Combination Clerks will pick in Terminal Combination Clerk seniority order either an Office Clerk (Grade 5), or a Stock Room Clerk (Grade 6) position. There will be sufficient positions to accommodate all Terminal Combination Clerks who wish to pick the Stock Room Clerk positions.

Terminal Combination Clerks will remain in the position they pick for a two year period. In two years another pick for the previously classified Terminal Combination Clerks will be conducted. Terminal Combination Clerks may then pick another position if so desired as long as they have remained qualified for the position they wish to pick.

During a period of transition before open positions in each department are filled, Stock Room Clerks and Office Clerks may perform each others duties.

The pick will be effective _____. The official pick location will be Skokie Shops. The pick phone number will be (708) 673-0037. Please refer to the attached schedule and included pertinent information prior to picking.

STOCK ROOM/OFFICE CLERK PICK

All hours are 0600 to 1430 Monday thru Friday.

* Works hours 0530 to 1400 Monday thru Friday.

** Works various hours and days as required.

The clerk assigned to Skokie Shop will be responsible for: Material hold reporting and acquisition, payroll, surveys, data entry, material handling, emergency related deliveries via company vehicle and related administrative and material support.

All Stock Room Clerk relief positions work various locations as assigned depending on work load. Assignments will be given by the management staff of Stock Room Operations.

Upon vacancies in permanently assigned Stock Room Clerk positions, relief Stock Room Clerks will be offered such assignments on the basis of seniority.

All assignments are subject to change in the event of emergency situations.

RAIL TERMINAL SERVICE DELIVERY OFFICE CLERK PICK

AREA	LOCATION(S)	JOB	NAME	ID#
391	KIMBALL	OFFICE		
392	98TH	OFFICE		
392	WILSON	OFFICE		
392	HOWARD	OFFICE		
394	DESPLAINES	OFFICE		
394	ROSEMONT	OFFICE		
394	54TH	OFFICE		
395	MIDWAY	OFFICE		
392	Relief *	OFFICE		
394	Relief **	OFFICE		

All hours are 0600 to 1430 Monday thru Friday.

* Relieves office clerks at Kimball, Desplaines, Rosemont and 54th Shops. Assignments will be coordinated by the Orange Line Management Staff.

** Relieves office clerks at Howard, Wilson, Midway and 98th Shops. Assignments will be coordinated by the Orange Line Management Staff.

Upon vacancies in permanent assigned office clerk positions, relief office clerks will be offered such assignments by seniority.

All assignments are subject to change in the event of emergency situations.

PICKING ORDER AND TIME SCHEDULE FOR CLERKS ON

NAME	ID#	SENIORITY DATE	PICK TIME	SEN#
LACEY, L.	7(1)(b)	08/20/72	09:00	1
DeCORE, M.		12/29/74	09:05	2
ROGERS, C.		03/14/76	09:10	3
McINTOSH, M.		06/06/76	09:15	4
BURDEEN, D.		12/12/76	09:20	5
TUDOR, E.		03/20/77	09:25	6
JOYCE, L.		04/03/77	09:30	7
AVERITT, M.		06/13/77	09:35	8
JEFFRIES, R.		08/13/78	09:40	9
MCCARTHY, G.		01/07/79	09:45	10
BALLARD, D.		09/14/80	09:50	11
TORRES, N.		04/20/81	09:55	12
MEDINA, A.		05/03/81	10:00	13
NICOSIA, J.		01/01/83	10:05	14
SHELTON, R.		04/10/83	10:10	15
ROWE, C.		01/31/88	10:15	16
VELINSKE, J.		01/31/88	10:20	17
ORTIZ, V.		01/31/88	10:25	18
JURCZYK, J.		01/31/88	10:30	19
KINSLOW, A.		05/22/88	10:35	20
LONIE, O.		06/18/89	10:40	21
MULDROW, K.		01/13/92	10:45	22

AGREEMENT

THIS AGREEMENT, made this 17th day of ^{May}~~April~~, 1994, by and between the Chicago Transit Authority ("the Authority") and Local 308, Amalgamated Transit Union ("the Union"),

WITNESSES:

WHEREAS, such events as the World Cup Soccer Tournament are expected to result in a significant increase in the volume of visitors using the rapid transit system and particularly the Blue Line during the summer of 1994; and

WHEREAS, both the Authority and the Union wish to express their civic pride in the rapid transit system by ensuring that rapid transit stations impress such visitors, as well as the general public, as extremely clean and sanitary; and

WHEREAS, the level of detail cleaning required for such appearance in the time frame allowed would put an undue burden on the Authority's janitorial work force; and

WHEREAS, the Authority has, for a number of years, cooperated in a program under which the Cook County Sheriff's Office has provided people sentenced to community service by the courts, who have performed such service by working weekends cleaning the Authority's garage areas and right-of-way; and

WHEREAS, such a work force seems ideal for the detailed station cleaning referred to above; and

WHEREAS, the parties intend the use of such a community service work force would be on a non-precedent setting basis and would be specifically limited to the detailed station cleaning referred to above;

NOW, THEREFORE, the parties agree as follows:

1. The Authority will ask the Cook County Sheriff's Office to provide a community service work force of approximately forty to fifty people who, at no cost to the Authority, will work eight hours a day on Saturdays and Sundays only and who will be devoted to detailed cleaning and litter removal in rapid transit stations and their immediate environs between the O'Hare Terminal and the Dearborn subway.

2. This work force will not be assigned specifically to removing graffiti, cleaning windows or other duties normally performed on a routine basis by the Authority's Union-represented janitors, although such work may be done as an adjunct to the detailed cleaning referred to above.

3. This community service project will cease no later than Labor Day, 1994. There will be no continuation of the project nor will there be any expansion of the use of the community service workers to perform duties arguably within the jurisdiction of the Union without specific, written agreement of the parties.

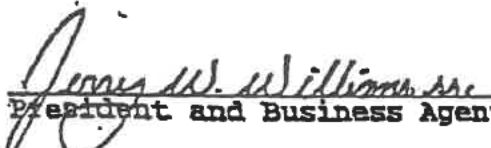
4. The use of the community service workers will in no way or manner cause the Authority to reduce its complement of janitors or to displace janitors or other employees represented by the Union or to eliminate janitor positions.

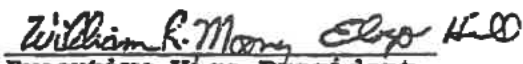
5. The agreement applies only to the instant subject concerning detailed cleaning of rapid transit stations during the Spring and Summer of 1994, and shall not be used as a precedent in any future discussions, negotiations, arbitrations or any action of any kind in any judicial or administrative forum, except as may be necessary to enforce the provisions hereof.

This Agreement is made this 17th day of ~~April~~^{May}, 1994 at Chicago, Illinois

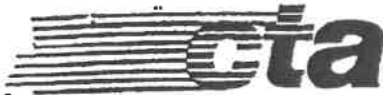
AMALGAMATED TRANSIT UNION
LOCAL 308

CHICAGO TRANSIT AUTHORITY


President and Business Agent


Executive Vice-President
Service Delivery


General Manager
Industrial Relations



January 18, 1995

To: Distribution List

From: Manager, Contract Administration

Re: Agreement Overruling Arbitration Opinion in the Case of:

David Caruvana
Badge No. 21237
Conductor/O'Hare
Grievance No. 493-15

Attached is an agreement between the Authority and Local 308, ATU, overruling the reasoning of Arbitrator William T. Coleman in the above captioned case.

While the parties agree that it is more trouble than it is worth to vacate Coleman's award of twelve hours pay to the grievant, the parties also agree that the arbitrator's interpretation of the third paragraph of Article 12.2(c) of the CTA-ATU labor contract is wrong on its face and contrary to the past practice of the parties. Coleman's opinion leads to the conclusion that extra board employees would always have preference for overtime work over regular employees, whether the overtime is to be filled from the workbook or from employees available at the time the overtime opportunity arises. Coleman's error seems to be equating "extra" work with "overtime" work.

Therefore, the attached agreement sets forth the interpretation of the third paragraph of Article 12.2(c) which is to be followed.


James E. Bidwill

Distribution List:

G.Ward, Jr.
D.Bowie
R.Gierut
Industrial Relations Staff (5)
T.Czech

K.Herrmann
T.Fair
W.Mooney
M.Dundovich
M.Herrmann

Record/File

AGREEMENT

THIS AGREEMENT, made this 14th day of January, 1995, by and between the Chicago Transit Authority ("the Authority"), and Local 308, Amalgamated Transit Union ("the Union"),

WITNESSES:

WHEREAS, in the arbitration of Grievance Number 493-15, filed by David Caruvana, Badge Number 21237, Arbitrator William T. Coleman found for the grievant; and

WHEREAS, in finding for the grievant, Arbitrator Coleman interpreted the third paragraph of Article 12.2(c) of the Authority-Union Wage and Working Conditions Agreement in a manner which the parties agree is incorrect; and

WHEREAS, the parties are bound to accept Arbitrator Coleman's award but are not bound to accept his reasoning; and

WHEREAS, the parties wish to establish that Arbitrator Coleman's opinion shall not set a precedent for interpretation of the aforementioned third paragraph of Article 12.2(c);

NOW, THEREFORE, the parties agree as follows:

1. The third paragraph of Article 12.2(c) of the Authority-Union Wage and Working Conditions Agreement which states that "... Regular employees are not allowed to perform extra work when extras employees are available...", shall be applied as follows:

- a) An extra employee who is scheduled and available to work will be assigned work which becomes open and will be paid at the extra employee's straight time rate (subject to the overtime provisions of Article 6.1 of the Authority-Union Wage and Working Conditions Agreement) in preference to a regular employee being called out from the work book or otherwise being used to perform the work at the regular employee's overtime rate;
- b) If overtime work is to be filled from the work book, it will be filled in order of sign-up and frozen qualifications, with no preference given to extra employees;

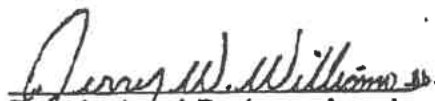
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January 3, 1994
Page 2.

- c) If overtime work becomes available and cannot be filled from the workbook, it will be offered to employees who are present in the immediate vicinity in order of seniority, with no preference given to extra employees.

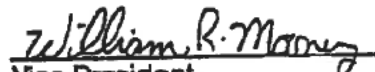
2. This agreement is limited to interpretation of the third paragraph of Article 12.2(c) of the 1993-95 Authority-Union Wage and Working Conditions Agreement, and shall not be used as a precedent in any future discussions, negotiations, arbitrations, or other actions in any legal or administrative forum, except as may be necessary to enforce the provisions hereof.

THIS AGREEMENT is made this 1st day of January, 1995, at Chicago, Illinois.

AMALGAMATED TRANSIT UNION
LOCAL 308


President and Business Agent

CHICAGO TRANSIT AUTHORITY


Vice President
Rail Service Delivery


General Manager
Industrial Relations

AGREEMENT

THIS AGREEMENT, made this 11th day of May, 1995, by and between the Chicago Transit Authority ("the Authority") and Local 308, Amalgamated Transit Union ("the Union").

WITNESSES:

WHEREAS, the Authority and the Union have previously agreed to the institution of a pilot program under which terminal interviews are scheduled on specific days and specific times; and

WHEREAS, this pilot program has served the interests of the Authority, Union and affected employees; and

WHEREAS, the Authority and the Union wish to establish the elements of the program as the principal methodology for scheduling terminal interviews of train persons and ticket agents;

NOW, THEREFORE, the parties agree as follows:

1. The practice of posting a seven-day terminal interview list for train persons and ticket agents is hereby discontinued.
2. In substitution therefor, specific days will be scheduled for terminal interviews, and a list will be posted and copies distributed to ticket agents four days in advance of such scheduled days. This list will contain the names of train persons and ticket agents who are required to schedule interviews.
3. At the time the above list is posted, an interview sign-up book will be made available by the window clerk, dividing the scheduled hours of the terminal interview day into twenty-minute intervals. Listed employees are required to select in advance a specific time of interview.
4. If an affected employee does not schedule and/or attend an interview on the scheduled interview day specified by the list on which his or her name appears, he or she will be allowed to continue in service for one week following the scheduled interview day. Removal from service will only occur prior to the normal interview schedule when a violation occurs that requires drastic action, such as: Safety violations requiring referral to instruction; General Rule 14(a) violations; and AWOL's.

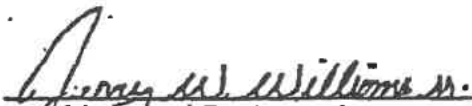
5. Two days prior to an interview day, the Authority will send/fax to the Union a copy from each terminal of the schedule interview (appointment) sign up sheet for those employees who have scheduled an interview.

6. If the Authority, the Union and the employee mutually agree, an interview can be held on a day other than a specified interview day.

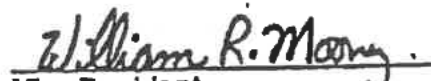
7. This agreement and its terms and conditions apply only to the present matter concerning terminal interviews and shall not be used as a precedent in any future discussions, negotiations, grievances, arbitrations, or action at law or in equity in any legal or administrative forum, except as may be necessary to enforce the provisions hereof.

THIS AGREEMENT is made this 11th day, of May, 1995, at Chicago, Illinois.

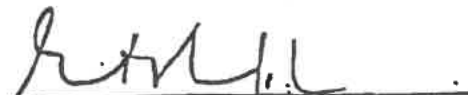
AMALGAMATED TRANSIT UNION


President and Business Agent

CHICAGO TRANSIT AUTHORITY


Vice-President,
Rail Service Delivery


Vice-President,
Human Resources


General Manager,
Industrial Relations

Originated by:


James E. Bidwill



Committee on Shared Interests

TRAINMEN AM/PM EXTRA BOARD ASSIGNMENT PROCEDURES

These procedures apply only to the trainmen extra board

I. PICKING

1. Employees may opt to the conductor list when they make their decision in the section pick.
2. Employees on the conductor list will either pick as conductors or the extra board.
3. Extra board employees will choose the AM or PM extra board and their days off on the basis of their conductor seniority.
4. The AM and PM extra boards will have separate day off controls.
5. Extra board day off controls are to be established separately for foot collectors, towermen, switchmen and motormen.
6. Extra board employees will pick off days and the AM or PM boards from any of these classification lists (foot collector, tower, switching, motor, RTO) as long as they hold that qualification regardless of their frozen classification.
7. However, extra board employees may not pick from the switchman or motorman day off control lists, etc., if their qualification as foot collectors or towermen are needed to complete day off control quotas from the extra board towerman and foot collector lists, etc., in order to fill these two classifications' day off controls. Once the day off controls are satisfied for the foot collectors and towermen, then employees will be able to pick from the motorman or switchman lists, etc. In the event the quotas are not reached in any of the classifications, extra personnel, frozen or unfrozen, with the least seniority holding those classifications will be used to fill them.

II. CHIEF CLERK RESPONSIBILITIES

1. After the pick is completed, the Chief Clerk is to compile an AM and a PM extra board employee checker. These two (2) checkers are to rank the employees from top to bottom on the basis of their conductor seniority. The employee with the highest seniority will be placed on the top of the list.

2. These checkers will also include all of the rail classifications in which each employee is qualified to work.
3. The checkers will be used for a week at a time. Employees work assignments are to be recorded on the checkers by the Assignment Clerk.
4. The Chief Clerk is to also ensure that Work Sheets are compiled for each pick; separate Work Sheets are to be produced for the AM and PM jobs.
5. These Work Sheets are to list all of the terminal's scheduled/picked jobs in a ranked order based on the jobs finishing times. The earliest finishing job is to be listed first and so on. This is done by merging all of the terminal's scheduled jobs, regardless of the jobs classification, into one list.
6. All jobs which report from 0001 to 1159 hours are AM extra board work; jobs which report from 1200 to 2400 hours are PM work.
7. The Manager/Chief Clerk will create a Show Up Table which will indicate how show up personnel are to be assigned when available.

III. ASSIGNMENT OF WORK

1. Assignments are to be made on the basis of seniority. The guiding principle is to assign the earliest finishing piece of work to the person with the highest seniority. This principle is to be applied successively down the AM seniority list with the open work with the earliest finishing time going to the extra board person with the highest seniority.
2. This principle is to be deviated from only to avoid a situation where a job cannot be filled or overtime would be unnecessarily paid because someone with a "scarce/critical" qualification (e.g. worktrain switchman, foot collector, Skokie switchman, Wilson towerman, etc.) was assigned a job with a more common classification (e.g. motorman, switchman, conductor or flagman).

In this situation, an extra board employee with a "critical" classification should be passed-by or "skipped-over" to save them to work a piece of work in a "scarce/critical" classification.
3. Thus, before a clerk assigns work to an extra board employee the clerk must first review the classifications of the open work and the qualifications of person available to fill the open work. From this review it should be determined which employees must be "passed-over" when work is assigned on the basis of seniority in order to "save" them for the jobs which they are specially qualified to perform. However, they are not to be "saved" if other employees are available for these special jobs further down the seniority list.

4. Unscheduled jobs (e.g. flagging, switching scrubs, show-ups, etc.) are to be integrated into the Work Sheets on the basis of their finishing times. For instance, a flagging job which reports at 0800 hours is to be assigned based on the assumption that it will be through with work at 1630 hours.

5. If there is more than one unscheduled job with the same finishing time then the job with the lowest job order number is to be assigned first. For example, two (2) flagging jobs report at 0800 hours. Both jobs were ordered yesterday: job 1 (00001) was ordered at 1000 hours and job 2 (00002) was ordered at 1230 hours. Job order 1 is to be assigned to the higher seniority employee.

6. Show-ups are to be assigned with finishing times assumed to be four (4) hours after their report times. For instance, a 0300 hours show-up is to have a finishing time of 0700 hours.

7. Assignment clerks are to compare the number of jobs to be filled to the number of available extra board employees. If there is a surplus of regular extra board employees compared to the number of jobs to be assigned, show-ups will be assigned. Once the number of show up assignments is determined, the Assignment Clerk is to consult the Show-Up Table to determine the times which the show-ups are to be assigned.

However, it should be noted that show-up reporting times are subject to managerial discretion and may be modified to meet special needs such as a special event or inclement weather.

8. Show ups are to be integrated into the Work Sheet in the same manner as other types of unscheduled work.

9. If there is a shortage of manpower on either the AM or PM extra boards and there is a surplus of manpower on either board -- then employees are to be shifted from either extra board to fill the work.

The lowest seniority AM employees are to be shifted to the PM extra board if AM employees are needed on the PM board. In this instance, of those shifted, those with the highest AM extra board seniority are to receive the earliest finishing PM jobs.

10. If PM employees are used to fill AM work, then the employees with the lowest PM seniority (within the eight hour work parameters) are to be shifted from the bottom of the PM extra board to the bottom of the AM extra board and assigned the latest finishing AM work. The employee with the highest seniority from the PM extra board is to receive the earliest finishing AM job among the PM employees who are shifted to the AM board. PM jobs are then to be assigned to the remainder of the PM extra board in the same manner that the AM board receive its assignments -- from the top to the bottom.

11. Overtime is to be equally distributed between agents and trainmen.

12. If there are not enough employees available to fill the work from the extra board (including part-time employees), then the Assignment Clerk is to use employees from the Work Book. If there are no available employees from the Work Book, then an employee may be used to work a second piece of work. The existing procedures are to be used to select which employee is used from the Work Book and to work a second piece of work.

If an employee is needed to work on overtime for a "special" classification (e.g. work train conductor), then they are to be assigned that specific piece of work for which no one is available to work from the extra board.

If the Work Book/overtime employee is needed to work in a more general classification (e.g. motorman, switchman, conductor), then the following steps should be taken:

- (a) Assign the work to the AM or PM extra board by finishing time. For example, there are twenty (20) pieces of work to be filled and only sixteen (16) extra board employees. The clerk is to assign the jobs to both the AM and PM extra boards and leave open the jobs on the bottom of the Work Sheets. These four (4) open jobs will therefore have the latest finishing times on either the AM or PM extra boards. In this instance, AM and/or PM extra board employees are not to be shifted from one board to the other to fill the work when overtime people are needed. These four (4) open jobs are to be filled from the Work Book.
 - (b) The first person used from the Work Book is to be assigned the earliest finishing piece of work, when practical. However, eight-hours between job parameters must be adhered to when filling from the Work Book.
 - (c) Employees working a second piece of work are to be assigned after those used from the Work Book have been assigned, when practical.
 - (d) Deviations from these steps may be taken with managerial approval if necessary in order to fill the jobs and maintain service.
 - (e) For multiple terminal routes (i.e. the Blue Line), the picked AM and PM board takes precedence over the terminal the employee picks out of when borrowing. When borrowing is required, the terminal the employee picks out of is subordinate to the AM/PM board selection. For example, an AM extra board employee will be moved between terminals to cover open AM work.
13. All full-time extra board employees are to receive job assignments before part-time employees receive work.
14. Generally, work assignments for part-time employees should not finish ahead of regular employees. However, part-time conductors are to be used on either the AM or PM board before a regular employee is shifted from their picked extra board. This means that it is possible that a PTTC will finish before a regular employee to maintain AM and PM board integrity :

15. The Assignment Clerk will be required to place an absent extra employee back into their seniority position only if that employee returns to duty prior to 1200 hours on the day the assignments are made.

The Assignment Clerk will not redo the Work Sheet assignments if the extra employee returns to work after 1200 hours or in the event a regular employee returns to duty to claim his/her run after 1200 hours.

Therefore, extra employees returning to work after 1200 hours will lose their seniority right to the earliest finishing job. Extra employees who must be reassigned because a regular picked employee returns to work, will also fall under these parameters. However, the clerk is to make an effort to assign both categories of extra employees, work closest to his/her picked extra board preference.

However, if a full-time extra employee signs out of the sick book at 1330 hours and PTTC's have been assigned jobs -- then the PTTC with the earliest finishing time, dependent on whether the run or trick being claimed is AM or PM work, will lose that work assignment in favor of the returning full-time employee, taking care to note that part timers must have equal distribution of hours.

In the event AM extra board employees receive extremely late tricks or runs, successive assignments should be made progressively earlier within the 8-hour time parameter to eventually return the employee to his/her seniority position.

16. The Assignment Clerk is to note on the Daily Assignment Sheets whenever entries/job assignments are made which have been affected by the 1200 hours cut-off time. Also, if a job opens up (or is ordered) after 1200 hours, a similar type of notation is to be made indicating the post-1200 hours entry. For example, "Returned from sick book at 1400 hours" or "Job ordered after 1200 hours - given to show up".

17. If a run or trick opens up after 1200 hours, it should be given to the first available, qualified show-up employee whose hours cover those tricks.

18. If two pieces of work have the same finishing time, then the senior employee is to receive that piece of work with the highest classification he/she is qualified for.

19. Assignment clerks should continue to rotate (or trade) regular employees who pick conductor, into their frozen classifications before going to the Work Book or assigning second pieces of work. This will help maintain the sixty (60) day standard of keeping the employee current in their frozen classification.

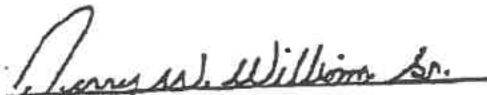
In these situations, rotated conductors are placed on either the AM or PM extra boards depending on the starting time of their picked runs. However, they are not to be assigned a job which starts more than three (3) hours before or three (3) hours after the start of their picked conductor run without their consent. Rotated conductors are

to be paid in whatever classification they work. If the Assignment Sheets are posted after the rotated employee's finishing time, then the employee must be notified.

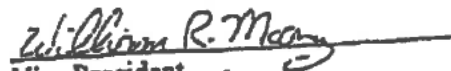
20. Employees requesting schedule consideration or any trade from their picked assignments must do so with a Report To Superintendent which is signed by an elected board member, assistant board member or ranking officer of ATU, Local #308. An asterisk is to be placed next to the extra board employee's name by the Assignment Clerk on the Daily Assignment Sheets reflecting this schedule consideration.
21. Picked employees who are granted requests to work trainmen work, other than what they picked, in order to keep current in a particular classification are to be inserted into the extra board lists according to the three (3) hour before/after time parameters in accordance with Appendix C.

These procedures will be implemented with the Rail Pick effective January 21, 1996 and will continue unless mutually changed by

AMALGAMATED TRANSIT UNION
LOCAL 308


President

CHICAGO TRANSIT AUTHORITY


Vice President
Rail Service Delivery

AGREEMENT

THIS AGREEMENT, made this 15th day of MARCH, 1996, by and between the Chicago Transit Authority ("the Authority") and Local 308, Amalgamated Transit Union ("the Union"),

WITNESSES

WHEREAS, the Authority is undertaking a station-cleaning experiment, which consists of using mobile wash trucks to clean rail stations using high pressure hot water and flag under specific circumstances; and

WHEREAS, the Authority wishes to create a primary pool of janitors who are trained and capable of performing this function, and an additional pool of janitors who are qualified to perform the function if needed; and

WHEREAS, the parties contemplate that the janitors and janitor gang leaders will receive a premium when performing the functions;

NOW, THEREFORE, the parties agree as follows:

1. An initial training program will be offered in seniority order to qualified janitors and janitor gang leaders, for the purpose of training those employees in the function of using mobile wash trucks to clean rail stations using high pressure hot water.
2. Of those who successfully complete the program, the first sixteen janitors and janitor leaders in seniority order who commit themselves to picking into the Orange Line, will be considered the primary pool for assignment when the mobile wash trucks are used.
3. In addition to the sixteen employees in the primary pool, a secondary pool will be established of employees who successfully complete the training. They will be selected in seniority order of qualified employees who commit themselves to picking into the Orange Line. The number of employees in the secondary pool will be determined by the Authority.
4. Employees from the primary pool will be assigned to mobile wash trucks when the trucks are in use. The secondary pool will be assigned to the trucks if there are not a sufficient number of employees in the primary pool to perform the function. In the event open, authorized vacancies occur in the primary pool, employees will be advanced in seniority order from the secondary pool to the primary pool.
5. As noted above, employees who wish to participate in either of the initial pools must pick into the Orange Line, because the station-cleaning experiment will be assigned from that line to clean stations system wide.

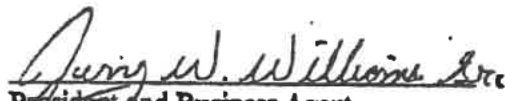
**Agreement
Local 308
Page 2**

6. During the period of this experiment, a janitor will receive a premium of one dollar (\$1.00) per hour, or fraction thereof, when performing the mobile wash duties; and a janitor gang leader, who is in fact instructing and performing leader duties in a gang performing mobile wash duties, will receive a premium of one dollar and ninety-eight cents (\$1.98) per hour, or fraction thereof. It is emphasized that these premiums are only in effect during the period of the experiment. If the experiment is successful and is instituted as a regular procedure, then the issues of whether or not there will be premiums and, if so, the amount of a premium will be a subject of negotiation between the Authority and the Union.

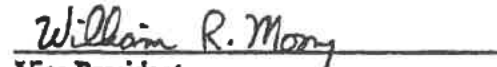
7. This agreement is limited to the instant matter of the initiation of a mobile wash experiment, and the Authority retains the discretion to cease this experiment at any time. Furthermore, this agreement and its terms and conditions shall not be used as a precedent in any present or future discussion, negotiation, grievance, arbitration, action at law or in equity, or in any judicial or administrative forum, except as may be necessary to enforce the provisions hereof.

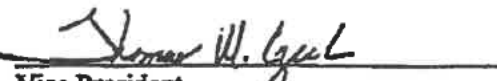
THIS AGREEMENT is made this 15th day of MARCH, 1996, at Chicago, Illinois.

**AMALGAMATED TRANSIT UNION
LOCAL 308**


President and Business Agent

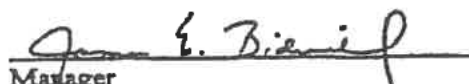
CHICAGO TRANSIT AUTHORITY


Vice President
Rail Service Delivery


Vice President
Human Resources


General Manager
Industrial Relations

Originated by:


Manager
Contract Administration

No. 18: Agent Supervisors Overtime Procedures

JUN 20-1976 16:59



JERRY W. WILLIAMS, SR.
President-Business Agent
Amalgamated Transit Union
Local 308
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William R. Mooney, Vice President
Chicago Transit Authority
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Share Interest Committee

TO: ALL CONCERN

FROM: JERRY WILLIAMS and WILLIAM MOONEY

SUBJECT: AGENT SUPERVISORS

In a joint effort to distribute overtime on a fair and equitable basis. We find it necessary to establish a Double-Up Book for Agent Supervisors.

Agent Supervisors who wish to work a second piece of work on their schedule work day or schedule day off may do so by entering their name in the section of the workbook designated as double-up.

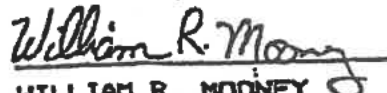
Agent Supervisors are only to enter their name and badge. No remarks are to be made by the employees (i.e., specified preferences or times of work).

Double up assignments will be assigned to Agent Supervisor by using the same procedures currently in effect for the workbook.

Any deviations should be approved by the GM of the route and Local 308

IN SHARED - INTEREST.


JERRY W. WILLIAMS SR.
President/Business Agent
ATU - Local 308


WILLIAM R. MOONEY
Vice-President
Rail Service Delivery

AGREEMENT

THIS AGREEMENT, made the 23rd day of July, 1996, by and between the Chicago Transit Authority ("The Authority") and Local 308, Amalgamated Transit Union ("The Union").

NOW, THEREFORE, the parties agree as follows:

A DOUBLE-UP book will be available at all terminals for trainmen and agents. Employees who wish to work a second piece of work on their scheduled day of work or on their scheduled day off are to enter their names in this book.

There will be a separate DOUBLE-UP book for trainmen and agents at each location.

Employees are *only* to enter their name, badge number and frozen classification in the DOUBLE-UP book. No other remarks are to be made by the employee (ie. employees are not to specify preferences of types or times of work).

Employees who do specify preference of types or times of work will be given an assignment regardless of their preferences and will be responsible for reporting for same.

DOUBLE-UP assignments will be assigned to an employee by using the same procedures that are currently in effect for assigning employees work from the WORKBOOK (ie. frozen classification).

THIS AGREEMENT is made the 23rd day of July, 1996, at Chicago, Illinois.

AMALGAMATED TRANSIT UNION

CHICAGO TRANSIT AUTHORITY

Jerry W. Williams Jr.
President and Business Agent
Local 308

William R. Morley
Vice President,
Rail Operations



Committee on Shared Interests

TO: ALL MAINTENANCE MANAGERS, REPAIRMEN & SERVICERS

DATE: FEBRUARY 11, 1997

**RE: CHANGES IN ADMINISTRATIVE & OPERATING PROCEDURES FOR
RED/PURPLE/YELLOW LINES RAIL SHOPS (PILOT PROGRAM)**

EFFECTIVE: MARCH 2, 1997

IN AN ATTEMPT TO GAIN CONSISTENCY IN ADMINISTRATIVE PROCEDURES ON BOTH ENDS OF THE RED LINE AND AT LINDEN. THE FOLLOWING PROCEDURES WILL BE IMPLEMENTED AS A PILOT PROGRAM.

- A. A REQUESTED DAY OFF (RDO) BOOK WILL BE PUT INTO PLACE.**
PERSONNEL MUST ENTER THEIR NAMES IN THE BOOK IN THE PRESENCE OF THE CLERK OR A MANAGER. DAYS OFF WILL BE GIVEN WHEN MANPOWER ALLOWS ON A FIRST COME FIRST SERVED BASIS. UNDER NO CIRCUMSTANCES SHOULD A PERSON BE BY PASSED TO ALLOW A PERSON ENTERED INTO THE BOOK BEHIND THEM THE DAY OFF. NO ONE IS ALLOWED TO ENTER ANOTHER PERSONS NAME INTO THE BOOK.
- B. A WORK BOOK WILL BE PUT INTO PLACE**
PERSONNEL MUST ENTER THEIR NAMES INTO THE BOOK IN THE PRESENCE OF THE CLERK OR A MANAGER. PERSONNEL MUST NOT PLACE THEIR NAMES INTO THE WORK BOOK MORE THAN SEVEN DAYS IN ADVANCE OF THEIR OFF DAY. EXAMPLE: IF A PERSON IS OFF ON MONDAYS HE/SHE MAY ENTER THEIR NAME INTO THE WORK BOOK AT 0001 HOURS THE MONDAY MORNING PREVIOUS TO THE DAY WORK IS REQUESTED. NO ONE IS ALLOWED TO ENTER ANOTHER PERSONS NAME INTO THE BOOK. OVERTIME WILL BE ASSIGNED BY THE UNION STEWARD ACCORDING TO ESTABLISHED GUIDELINES, AFTER BEING NOTIFIED BY THE MANAGER OF THE NEED.

- C. A SICK BOOK WILL BE PUT INTO PLACE
PERSONNEL MAY CALL BY TELEPHONE TO ENTER THE SICK BOOK OR SIGN INTO IT IN PERSON. EMPLOYEES MUST EXIT THE SICK BOOK IN PERSON BY SIGNING OUT IN THE PRESENCE OF A MANAGER, AFTER FOLLOWING ALL APPLICABLE RULES AND REGULATIONS, REGARDING SICKNESSES OR INJURIES. NOTE: SICK BOOK IS ALREADY IN PLACE AT 98th AND HOWARD.
- D. QUALITY CONTROL INSPECTIONS
WHENEVER THE QUALITY CONTROL SECTION PERFORMS ANY TYPE OF INSPECTION THE UNION STEWARD WILL BE ALLOWED TO WITNESS OR PARTICIPATE IN INSPECTIONS. IF THEY OBSERVE ANYTHING, THEY CONSIDER INAPPROPRIATE THEY SHOULD NOTIFY THE MANAGER. THE MANAGER MUST ATTEMPT TO RESOLVE THE ISSUE.
- E. MAJOR ISSUES/INCIDENTS
WHENEVER THERE ARE ISSUES/INCIDENTS THAT CAN BE CONSIDERED MAJOR THE UNION STEWARD SHOULD BE NOTIFIED WHENEVER POSSIBLE. WHEN CIRCUMSTANCES PERMIT THEY SHOULD ALSO BE INVOLVED IN THEIR RESOLUTION TO THE EXTENT THAT IT DOES NOT COMPROMISE MANAGERIAL INTEGRITY. THIS DOES NOT MEAN THAT YOU MUST ALLOW AN EMPLOYEE TO CONFER WITH A UNION REPRESENTATIVE BEFORE YOU GET A REPORT. EXAMPLE:
1. IF A PERSON CANNOT BE LOCATED-HAVE THE UNION STEWARD ACCOMPANY YOU WHENEVER POSSIBLE.
 2. DIRTY CAR COMPLAINTS-HAVE THE UNION STEWARD INSPECT THE CARS WITH YOU WHENEVER POSSIBLE.
 3. POOR WORK PERFORMANCE-ALLOW THE UNION STEWARD TO OBSERVE INSTANCES OF POOR WORK PERFORMANCE BEFORE CORRECTIONS ARE MADE WHENEVER POSSIBLE.
 4. UNION PERSONNEL MUST NOT BE ALLOWED TO HOLD IMPROMPTU MEETINGS WITHOUT THE EXPRESSED PERMISSION OF THE GENERAL MANAGER OR SHOP MANAGEMENT. WHENEVER MEETINGS ARE ALLOWED THEY MUST BE LIMITED TO TWENTY MINUTES AND HELD DURING EMPLOYEE BREAK OR FINISHING TIMES